



BALTIMORE COUNTY BOARD OF ELECTIONS

February 28, 2019

PUBLIC NOTICE OF BOARD MEETING

Public notice of this Board meeting was provided by posting the meeting information in the entrance foyer of the office of the Board of Elections and on the Election agency website. A copy of the meeting agenda was made available.

MINUTES of the Board Meeting of the Baltimore County Board of Elections held on February 28, 2019 in the Multipurpose Room of the Baltimore County Board of Elections office located at 11112 Gilroy Road, Suite 104 in Hunt Valley, Maryland.

ATTENDEES:	Paul Lubell	President
	Bruce Robinson	Vice President
	Bruce Harris	Secretary
	Carol Byrd	Substitute Member
	Gloria Mason	Substitute Member
	Andrew Bailey, Esq.	Board Counsel (By Phone)
	Katie A. Brown	Director
	Nancy Stratton	Deputy Director
	Ruie Marie Lavoie	Administrator

DECLARATION OF QUORUM

Quorum was established and the meeting was called to order at 9:08 am.

AGENDA

The agenda was reviewed and Paul Lubell requested the addition of a discussion on the proposed legislation, Senate Bill 651 to be added under New Business. There were no other changes or additions.

PRESIDENT'S REMARKS

Paul Lubell provided opening remarks and welcomed everyone.

APPROVAL OF BOARD MEETING MINUTES

A copy of the Minutes from the January 17, 2019 Board meeting was distributed to the Board by electronic mail prior to the meeting

MOTION: Bruce Harris motioned to approve the Minutes of the January 17, 2019 Board meeting as submitted.

SECOND: Gloria Mason

ACTION: Motion unanimously passed

DIRECTOR'S REPORT

The Directors' Report was distributed to the Board by electronic mail prior to the meeting. Katie Brown provided a verbal summary of the Report, and an updated printed version is included in the Board folders and is as follows:

Board Folders:

Agenda, February, 2019 Board Meeting
Board Meeting Minutes, January 17, 2019
Directors' Report, January, 2019
Manual Ballot Tabulation Audit Worksheet
Monthly Statistics Report, January, 2019
Sexual Harassment Prevention Policy (signed)
Maryland Association of Election Officials Conference Information
Baltimore County Professional Development and Computer Training Course List
Election Administration Reports
County Bulletins & Registrars - Sent electronically and/or included in folder

Correspondence:

Letters and emails after the election are being reviewed and handled accordingly.
Copies of all letters and responses are available for Board review.

Meetings and Important Dates:**Occurred/Attended**

- January 17, 2019, Board Meeting. Katie Brown, Nancy Stratton and Ruie Lavoie attended.
- January 17, 2019, Election Directors' Meeting. Diana Moran, Jeff Stevens, Marcel Kagler and Danna Williams attended.
- January 17, 2019, File Management Computer Training. Diane Moran and Lisa Nash o attend.
- January 21, 2019, Martin Luther King, Jr. Day, Office Closed
- January 23, 2019, MAEO Awards & Entertainment Committee Meetings, Baltimore County. Katie Brown, Lenice Austin, Ruie Lavoie and Mary-Frances Alcoser attended.
- January 24, 2019, County Employee Orientation. Marteen Majinnasola attended.
- January 28, 2019, MAEO Voter Registration Committee meeting in Howard County. Jeff Stevens and Danna Williams attended in person. Lenice Austin and Ruie Lavoie attended by phone.
- January 29, 2019, Word, Level 1 Computer Training. Erika Penman, Mary-Frances Alcoser, Jaime Salmond and Lisa Nash attended.
- January 31, 2019, PowerPoint Computer Training. Blaire Johnson attended.
- February 1, 2019, CPR and First Aide Training. Nakia Barnes, Marteen Majinnasola, Craig Booth, Geoffrey Hughes, Shawn Hill, Erika Penman, Mary-Frances Alcoser Lisa Nash and Jessica Fleming attended.
- February 5, 2019, 2020 Presidential Election Candidate Filing begins
- February 5, 2019, Word, Level 2 Computer Training. Blaire Johnson, Towanna Simms, Craig Booth and Nakia Barnes attended.
- February 5, 2019, MAEO Personnel Committee meeting. Danna Williams attended by phone.
- February 5, 2019, MAEO Early Voting/Election Judge Committee meeting. Lenice Austin and Ruie Lavoie attended by phone.
- February 7, 2019, Time Management Professional Training. Jaime Salmond attended.
- February 8, 2019, MAEO Conference Planning meeting. Ruie Lavoie attended.

- February 11, 2019, Baltimore County Manual Audit
- February 11, 2019, Lessons Learned meeting, Early Voting and Election Judge training
- February 12, 2019, Excel 2016 Computer Training. Shawn Hill attended.
- February 14, 2019, Publisher Computer Training. Blaire Johnson, Jeff Stevens and Erika Penman attended.
- February 15, 2019, MAEO Meeting in Harford County. Ruie Lavoie and Lisa Nash attended.
- February 15, 2019, MAEO Legislative Committee Meeting. Ruie Lavoie attended.
- February 15, 2019, MAEO Education and Grants Committee Meeting. Lisa Nash attended.
- February 18, 2019, President's Day, Office Closed
- February 19 and February 21, 2019, Interviews for Election Supervisor II Position
- February 20, 2019, State and County offices closed due to inclement weather.
- February 21, 2019, Election Directors' Meeting, by phone. Ruie Lavoie, Diana Moran and Marcel Kagler joined the call.
- February 21, 2019, Project Management Professional Development training. Blaire Johnson, Jerria Johnson and Danna Williams attended.
- February 22, 2019, MAEO Voter Registration Committee Meeting. Jeff Stevens attended in person and Ruie Lavoie joined by phone.
- February 22, 2019, Public Speaking Professional Development training. Craig Booth, Lenice Austin, Nakia Barnes, Marteen Majinnasola, Shawn Hill, Lisa Nash, Jessica Fleming and Geoffrey Hughes attended the training.
- February 25, 2019, MAEO Board SDR Conference Call. Katie Brown, Ruie Lavoie and Danna Williams joined the call.
- February 26, 2019, Baltimore City Manual Audit. Marteen Majinnasola, Danna Williams and Ruie Lavoie assisted in the audit.
- February 26, 27 and 28, 2019, Windows 10 Computer Training. All staff attended.
- February 27, 2019, MAEO Election technology Committee Meeting.
- February 28, 2019, Board Meeting at 9:00 am
- February 28, 2019, Maryland State Education, Health and Environmental Affairs Committee Hearing in Annapolis. Katie Brown and Bruce Robinson to attend.

Upcoming/Scheduled

- March 1, 2019, Business Grammar Review training. Nakia Barnes, Jaime Salmond, Lenice Austin and Erika Penman to attend.
- March 1, 2019, Deadline for all employees to complete the Active Shooter training.
- March 4 and March 5, 2019, Communicating with Tact and Finesse Professional Development training. Towanna Sims to attend.
- March 4, 2019, SBE Voting Systems Lessons Learned
- March 5, 2019, MAEO Early Voting/Election Judge Committee meeting – 2018 Lessons Learned. Ruie Lavoie and Lenice Austin to attend.
- March 6, 2019, Difficult Customers Professional training. Blaire Johnson and Erika Penman to attend.
- March 6, 2019, MAEO State Regulations Review Committee meeting by phone. Ruie Lavoie and Towanna Simms to join the call.

- March 7, 2019, FEMA Protective Measures Training. Ruie Lavoie to attend.
- March 7, 2019, Business Writing, Level 1. Lenice Austin, Nakia Barnes, Lisa Nash and Jaime Salmond to attend.
- March 8, 2019, Team Participation Professional Development training. Towanna Simms and Craig Booth to attend.
- March 9, 2019, Loch Raven High School Community Event. Staff to attend for voter registration and judge recruitment.
- March 11, 2019, Myers Briggs Supervisor training. Ruie Lavoie to attend.
- March 12, 2019, MAEO Conference Planning Committee Meeting in Baltimore County.
- March 13, 2019, WORD, Level 3 2016 Computer Training. Blaire Johnson, Craig Booth and Towanna Simms to attend.
- March 15, 2019, Maryland Association of Election Officials (MAEO) Meeting in Anne Arundel County.
- March 19 and March 20, 2019, Succession Planning Management training. Ruie Lavoie to attend.
- March 21, 2019, Directors' Meeting, In Person at State Board of Elections at 10:00 am
- March 22, 2019, MAEO Voter Registration Committee meeting in Baltimore County
- March 28, 2019, Board Meeting at 9:00 am
- April 1 and April 2, 2019, MAEO Preconference Planning meeting in Ocean City at the Clarion. Ruie Lavoie to attend.
- April 25, 2019, Board Meeting at 9:00 am
- May 4 and May 5, 2019, Towson Town Festival. Staff to attend for Voter Registration and Election Judge Recruitment.
- May 18, 2019, CCBC Annual Grad Fest Picnic. Staff to attend for Voter Registration and Election Judge Recruitment.
- May 21 to May 24, 2019, MAEO Conference in Ocean City, Maryland

Work/Staff Status:

2020 Budget

The budget has been submitted. Waiting to receive budget hearing date.

2018 Gubernatorial General Canvass Minutes – The minutes are complete and require Board of Canvassers' approval. Copies have been sent to the State Board of Elections.

Manual Audit – Completed on February 11, 2019 with no issues or discrepancies. The required paperwork was submitted to the State Board of Elections and copy of the report is in the Board folders. Ruie Lavoie, Marteen Majinnasola, Danna Williams assisted Baltimore City with their manual audit on February 26, 2019.

Voting Equipment – Post-Election Maintenance and inventory continues.

2019 Proposed Legislation – There are several pieces of proposed legislation that directly affects elections. More information will be provided when available. Discussion was held as Katie brown outlined the fiscal note and impact on procedures.

Party Affiliations – Bread and Roses is now a recognized party in Maryland. The Green and Libertarian parties are no longer recognized party affiliations.

2020 Presidential Election – The first day of candidate filing was February 5, 2019 and will end on February 5, 2020.

Registration Department – Work is current. Audit submitted on time.

Absentee and Provisional Departments – Processing the return mail has been completed. Department assists other departments as needed.

Election Judge and Training Departments – Although there are fewer problems and issues with check printing and missing checks, Ruie Lavoie continues to work with the County for resolutions so all election judges are paid for their service. Paperwork and election documents will not be packed for storage until after all check issues have been resolved.

Office Computers – All computers are in the process of being replaced. The Windows 10 operating system will be installed. All staff will complete Windows 10 training between February 26 and February 28, 2019.

Outreach – Several outreach events are scheduled. Judge recruitment will continue to be a part of every event.

Active Shooter Training – All staff, the Board and Board Counsel have completed the required active shooter.

Professional Development and Computer Training – Courses and staff attendance is listed under Meetings and Important Dates. The Board was provided copies of the course schedule and asked to contact Ruie Lavoie should they want to attend a training course.

Personnel – MAEO continues to work with the State Board of Elections and the Department of Budget & Management on election classifications and salaries for all staff statewide, including Directors and Deputy Directors. It is hoped the new classifications will be finalized and effective with the FY 2020 Budget.

Interviews for the Election Supervisor II position took place on February 19, 2019 and February 21, 2019. A selection has been made. Recruitment for the two (2) State Election Data Application Specialist II positions has begun and will be posted on the DBM website.

Meeting Information – Meeting dates are scheduled and posted on the County website. Board meetings are normally held on the 4th Thursday and called to order at 9:00 am. The next meeting date is April 25, 2019. The May, 2019 meeting is to be determined.

BOARD COUNSEL'S REPORT

No formal report at this time.

OLD BUSINESS

None at this time.

NEW BUSINESS

Senate Bill 651 – After discussion, it was unanimously agreed that the Board would prepare a letter endorsing the passage of SB 651 which will increase the number of Board members from three (3) to five (5), with no Substitute Board members. Bruce Robinson and Katie Brown will attend the Maryland State Education, Health and Environmental Affairs Committee Hearing on this Bill.

ANNOUNCEMENTS AND DISCLOSURES

Paul Lubell disclosed that he has reoccurring quarterly donations to the republican Central Committee of Maryland. He also donated twenty-five dollars (\$25.00) to the Republican Party. There were no other announcements or disclosures.

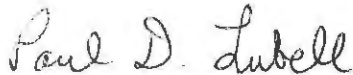
Meeting Information – Meeting dates were scheduled for first few months of 2019. Board meetings are normally held on the 4th Thursday and called to order at 9:00 am.

- March 28, 2019
- April 25, 2019
- May, 2019 – To be determined

ADJOURNMENT

There being no further business, the meeting was adjourned at 10:50 am.

Respectfully submitted,



Paul Lubell, President



Bruce Robinson, Vice President



Gloria Mason, Board Member

Approved this 28th day of March, 2019.